

Admin & HR Officer



Location: Ilford, London



Hours: Part-Time or Full-Time (Flexible hours available)



Salary: Negotiable Based on experience and qualification



Start Date: Immediate start preferred

Reports To: Registered Manager / Deputy Manager

About Morning Stars Care Ltd

Morning Stars Care Ltd provides high-quality, person-centred domiciliary care services to elderly and vulnerable adults in Ilford and surrounding areas. We are passionate about delivering exceptional care with compassion, dignity, and respect.

We are now looking for a reliable and detail-oriented **Admin & HR Officer** to support our growing team. This role is essential in ensuring smooth administrative operations and maintaining our staff compliance and HR procedures.

Purpose of the Role

To provide effective administrative and HR support, ensuring smooth day-to-day operations, staff compliance, and strong internal communication within the care team.

Key Responsibilities

- Answer and manage incoming **calls, emails**, and general office communication in a professional manner.
 - Maintain accurate and up-to-date **client and staff records**, both digitally and in hard copy.
 - Support the **recruitment process**, including arranging interviews, sending offer letters, and collecting documentation.
 - Track and update staff **DBS checks, references, right-to-work documents**, and training records.
 - Assist with **staff onboarding**, including new starter documentation and induction planning.
 - Organise **meetings, training sessions, and staff supervisions**, and maintain a schedule/calendar.
 - Monitor **office supplies and inventory**, placing orders when necessary.
 - Ensure adherence to **confidentiality and data protection** policies (GDPR compliant).
 - Assist management with ad-hoc administrative tasks as required.
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Requirements & Qualifications

- Proven **administrative experience**, preferably within a health or care setting.
 - Experience in **HR support** or recruitment processes is desirable.
 - Strong **organisational skills**, attention to detail, and ability to multitask.
 - Proficient in **Microsoft Office** and/or **Google Workspace** tools.
 - Excellent **written and verbal communication** skills.
 - Understanding of **data protection and confidentiality** practices.
 - A proactive, friendly, and team-oriented approach.
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What We Offer


- Competitive salary with flexible working hours (ideal for work-life balance).
 - A supportive and inclusive team environment.
 - Ongoing training and development opportunities.
 - Opportunity to grow within an expanding and values-driven care organisation.
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How to Apply

If you're a passionate and experienced care professional ready to lead with heart and purpose, we'd love to hear from you.

Please follow the link to apply:

<https://forms.gle/hj2TDWmknX5pAfrC8>

 *For more information, call us at: 020 8049 6532*

Morning Stars Care Ltd is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.